

APPENDIX A – AMENDMENT SCHEDULE

DATE	LRDA #	DESCRIPTION OF CHANGE
	LRDA#	DELETED RECORD SERIES
12/22/2020	20071674	Deleted from schedule - correspondence is filed with project or case
12/22/2020	20070245	Deleted from schedule - E-mail is managed by its content, not its format.
	LRDA#	ADDED RECORD SERIES
12/22/2020	20200000	Added new record series - Communicable Disease Case Files - Lifetime Extension
12/22/2020	20200001	Added new record series - Employee Medical Records-Hazard Exposure Records – Lead -
12/22/2020	20200002	Added new record series - Land Lease Appraisals -
12/22/2020	20200003	Added new record series - Property Management: Renting or Leasing of Local Government Building Space
12/22/2020	20200004	Added new record series - Confidential Address Program Records
12/22/2020	20200005	Added new record series - Unmanned Aerial Vehicle (UAV) Registration Records
12/22/2020	20200006	Added new record series - Unmanned Aerial Vehicle (UAV) Remote Pilot Certificates
12/22/2020	20200007	Added new record series - Unmanned Aerial Vehicle (UAV) Certificate of Waiver or Authorization (COA)
12/22/2020	20200009	Added new record series - Logs
12/22/2020	20200010	Added new record series - Fire Code Building Inspections (Fire Department).
12/22/2020	20200011	Added new record series - Grant Records- Annual, Special, and Final Narrative Reports Revised Description, Legal Citations, and Minimum Retention Period.
12/22/2020	20200012	Added new record series - Legal Notices - Non-Open Meeting Law created to cover non-open meeting law meetings legal notices.
	LRDA #	AMENDED Record Series
12/22/2020	20070055	Correspondence: Complaints Title change series is for complaints that are not scheduled elsewhere. This series encompasses all aspects of the complaint from start to finish; not just the correspondence associated with the complaint.
12/22/2020	20070060	Grant Records -Administrative Management Records Revised description and retention statements to include NOTE: Annual, Special, and Final narrative reports have a permanent retention held under LRDA 2020011
12/22/2020	20070109	Open Meeting Law: Recordings of Meetings Retention changes from 1year to 3 year to comply with state law.
12/22/2020	20070192	Inspection Reports, Fire Damage Retention changes from 6 years to 10 years to comply with state law.
12/22/2020	20070206	Plans for Residential Structures Retention changes from 6 years to 10 years to comply with state law.

12/22/2020	20070567	Building Inspections (Fire Department) Retention changes from 6 years to 10 years to comply with state law. Also remove the Fire inspections now in new LRDA # 20200010 Fire Code Building Inspections (Fire Department).
12/22/2020	20070835	Juvenile Incident/Crime Reports Change retention from 24 years of age to 21 years of age.
12/22/2020	20071242	Boards, Commissions, Councils, Committees, Offices and Task Force Records Rewording to encompass all boards whether temporary or permanent.
12/22/2020	20071274	Emergency Medical Services (EMS) License / Certification Files Revised description and retention statements to include applicants that fail to be license or certification.
12/22/2020	20071412	Inspection Records Retention changes from 6 years to 10 years to comply with state law.
12/22/2020	20071510	Mobile Audio-Visual Recordings Legislative change to the minimum retention.
12/22/2020	20071573	Permits - Design and Construction File, Residential Structures Retention change from 6 years to 10 years to comply with state law.
12/22/2020	20071717	Open Meeting Law: Legal Notices Changes to the citations and description
12/22/2020	20181988	Payment Card Industry (PCI) - Cardholder Data Retention change from 90 days to 120 days.